



Subdivision Name: _____

Submittal Date
(Office Use Only)

INSTRUCTIONS:

- **Make an appointment** with the Planning Department for plat submission. 401-5054 or 401-5056.
- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website (www.cedarparktexas.gov) or at City Hall.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Cedar Park at our website or city hall.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning Department or included on the subdivision plat in order for the Subdivision Application to be accepted for review.

- ☐ 1. Completed and signed application/checklist.
- ☐ 2. Six (6) prints of final plat--**Collated and Folded**
- ☐ 3. A CD that includes a .pdf of the proposed plat
- ☐ 4. Two (2) copies of **each**: ___ drainage study and ___ utility schematic/plan and a .pdf
- ☐ 5. Two copies of parks proposal letter (residential subdivisions). If the park plan has been approved prior to this submission, submit copy of approved plan.
- ☐ 6. 2 copies of a tree survey and a .pdf. This tree survey is to be superimposed on top of the subdivision lot layout. The tree survey is to identify all protected trees (see Tree and Landscape Ordinance for definition) and all protected trees that are to be removed. If there are any protected trees to be removed, provide a protected tree replacement plan. The tree survey and protected tree replacement plan are required to be approved by the City prior to plat approval.
- ☐ 7. A tax map highlighting the subject property.
- ☐ 8. Copy of deed showing current ownership.
- ☐ 9. Is this plat a part of an approved PUD? **Y/N** If yes, name of PUD: _____
9a. If yes, provide a letter and 3 copies, outlining PUD development requirements and how they are addressed on the plat.
- ☐ 10. Fees: a) Planning Dept. Review Fee: \$500.
b) **If** submitting vacation instrument add \$100 for vacation instrument review (see #11.A. on page 2)
 OR add \$200 for newspaper notification without property owner notification (see #11.B on page 2)
 OR add \$150 for newspaper notification and public hearing; and, \$2 per property owner to be notified if required with the replat (see #12.C on page 2), number of property owners = _____. plus,
c) Public Works Review Fee: \$500 plus,
d) Fire Marshal Review Fee: \$50 plus,
e) Professional Fee: \$200 non-refundable base professional fee recovery* plus,
f) GIS Digitizing Fee: \$25
*Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1.)
** Does not include the cost of producing necessary photographic mylars nor County recording fees.
Total Fee: \$ _____ **



11.Replats:

___ A copy of the original plat being re-subdivided, *all replats*.

A. Replat by Vacation Instrument:

___ 1) Vacation instrument signed by all owners of intact lots within the original plat.

OR

B. Replat by Public Hearing without vacating preceding plat:

___ 1) Plat being submitted is signed and acknowledged by the owners of the property being replatted.

___ 2) A public hearing on the matter at which time the owners and the citizens have an opportunity to be heard, by the Planning and Zoning Commission.

___ 3) Does not attempt to amend or remove any covenants or restrictions.

OR

C. Replat with property owner notification and a public hearing:

___ 1) A note on the plat identifying covenants and their record references.

___ 2) The property being replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot within the preceding five years or if any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot, provide the following: The names and addresses of property owners on a computer printout from an appraisal district, showing the latest owners of record of lots within 200 feet of the subject replat that are 1. within the original subdivision and 2. remain in their original configuration (have not been replatted).

___ 3) Provide a county tax map highlighting the subject plat and a red line drawn indicating the parcels within 200' of the subject plat.

(Note: Original reproducible 18" x 24" is retained by the applicant until all comments have been received and responses prepared.)



Please Note: The signature of owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One:)

_____ *I will represent my application before the Planning Department and/or Planning & Zoning Commission.*

_____ *I hereby authorize the person named below to act as my agent in processing this application before the Planning Department and/or Planning & Zoning Commission.*

Owner's Name (printed)	Phone	Fax
Owner's Address	City	State Zip
Owner's Signature	Date	Email Address
Agent's Name: _____		
Company: _____		
Mailing Address: _____		
Street	City	State Zip
Phone	Fax	Email address



The following information shall be shown on the plat and/or submitted with the plat:

- _____ 1. Existing boundary lines of land to be subdivided are drawn with a heavy line.
- _____ 2. Scale 1"=100' is labeled on plat.
- _____ 3. North arrow.
- _____ 4. Location sketch on front sheet.
- _____ 5. Subdivision title at the top of the first sheet.
- _____ 6. The following data is **completed on this form and** placed on the first sheet of the plat:

Owners: _____	
Address: _____	
Phone: _____	Fax: _____
Acreage: _____	
Survey: _____	
Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use): _____	
Date: _____	
Surveyor: _____	
Phone: _____	Fax: _____
Engineer: _____	
Phone: _____	Fax: _____

- _____ 7. Property lines of adjacent properties, and, where applicable, the names and lot lines of adjacent approved preliminary plans and final plats with record references of final plats.
- _____ 8. Existing and adjoining easements, including type/kind, dimensions, and any recordation information. Proposed easements including notes to be located on the first sheet (map page) to read as follows: ***A ten (10) foot PUE is hereby dedicated adjacent to all street ROW on all lots. A 5' PUE is hereby dedicated along each side lot line from the front property line to the front building line except where a side lot line is also the rear lot line of an adjacent lot in which case the 5' PUE is dedicated along the entire length of the side lot line. A seven and one half foot PUE is hereby dedicated adjacent to all rear lot lines. **If the rear and side lot lines are not apparent on the plat, show easements graphically instead of the note.***
- _____ 9. Name and right-of-way width of adjacent streets.
- _____ 10. Plat conforms to ordinance conditions of a short form plat.
- _____ 11. Lot lines and numbers.
- _____ 12. Block letters. (Blocks are bounded by streets.)
- _____ 13. Locations of all permanent monuments and control points to which all dimensions, bearings, and similar data shall be referred.
- _____ 14. Building lines adjacent to street ROW and a note is provided on the first sheet as follows if inside the City limits: ***Setbacks not shown on lots shall conform to the City of Cedar Park Zoning Ordinance.***
- _____ 15. Perimeter field notes (beginning point to be **original** corner of original survey from which this plat is a part, not original/1st subdivision plat).



- _____ 16. A certificate signed and sealed by the surveyor indicating that the plat complies with Chapter 12, Sec. 12 of the City Code of Cedar Park and that all easements of record as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of property. Permanent/waterproof ink with legible seal.
- _____ 17. The 100-year floodplain, floodway, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) to the plat map. A note identifying the data source and source date is included on the plat. OR--a note on the plat identifies that there are no identified flood hazard areas in the platted area and the appropriate FEMA map has been cited as the reference.
- _____ 18. If the subdivision is within the city limits and is within 400 feet of a roadway specified in the **Corridor Overlay Ordinance**, provide the following plat note: ***"This subdivision shall comply with the Corridor Overlay Ordinance of the City of Cedar Park."*** Also, show and identify on the plat, a '25 foot landscape and pedestrian access easement' adjacent to any of the roadways identified in the Corridor Overlay Ordinance.
- _____ 19. Note for recording plat in Williamson Co. and/or Travis Co. Clerk's Office at the bottom, right corner of the last sheet.
- _____ 20. Note for Commissioner's Court approval statement (if located outside of the City limits).
- _____ 21. The following is provided: Owner's dedication statement signed and acknowledged by owners and any person holding a lien on the property dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. ***If*** there is no lien holder, a letter from the owner stating such is enclosed. All signatures with permanent/waterproof ink and legible notary seals.
- _____ 22. Watershed information (if applicable):
_____ Lake Travis watershed (watershed report is enclosed showing compliance with LCRA standards)
_____ Edward's recharge zone (approval enclosed by TNRCC)
- _____ 23. Proposed water and wastewater utilities:
_____ City of Cedar Park
_____ Williamson/Travis County MUD #1
_____ private wells
_____ septic tanks or other individual sewage treatment system
_____ other _____
- _____ 24. Plat note prohibiting obstructions in drainage easements is provided.
- _____ 25. The following plat note regarding: ***Sidewalks shall be installed on the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot shall be installed when the adjoining street is constructed. Where there are double frontage lots, sidewalks on the street to which access is prohibited are also required to be installed when the streets in the subdivision are constructed.*** (Chapter 12, Sec.12; Cedar Park Code)
- _____ 26. Survey ties across **all** boundary streets indicating existing ROW width / location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways).
- _____ 27. Name and signature line for the Chairman and Secretary of the Planning and Zoning Commission attesting approval of the plat.



- ____ 28. Name and signature line for the Director of Planning attesting to the approval and authorization for recordation of the plat are provided.
- ____ 29. Note for and signature by Director of Environmental Services for Williamson County if the subdivision is not within the Cedar Park city limits and all or part is located in Williamson County:

(If in Travis County and not within city limits, provide appropriate note.)

Williamson County Health Department Approval:

Based upon the representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the requirements of Edward's aquifer regulations for Williamson County, the Williamson County flood plain regulations and Williamson County on-site sewerage facility regulations. This certification is made solely upon such representations and should not be relied upon for verification of the facts alleged. The Williamson County Health Department and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

- ____ 30. Interior residential lots to be served by an organized sewer system are at least fifty (50) feet in width at the front building line and at all points to a distance of fifty (50) feet behind the front building line. Corner residential lots to be served by an organized sewerage collection system shall be at least sixty (60) feet wide at the front building line and at all points to a distance of fifty (50) feet behind the front building line. (These provisions do not apply to townhouse lots.)
- ____ 31. Provide the following note: ***Prior to construction of any improvements on lots in this subdivision, building permits will be obtained from the City of Cedar Park.***
- ____ 32. Lots which are not served by an organized sewerage collection system are at least eighty five (85) feet wide at the building line and at all points for a distance of 75 feet to the rear of the building line.
- ____ 33. Variance request and justification (if applicable) plus a check for \$100 for the first variance requested and \$50 for each additional variance requested.
- ____ 34. If inside the City limits, subdivision complies with Cedar Park zoning ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.
Current zoning (if inside City) _____
- ____ 35. Signature block for engineer.
- ____ 36. Electronic copy of final plat, provided in .dwg or .dgn format.